

### NOTICE OF MEETING

The September monthly meeting of  
Yarm Town Council Weigh & Tolls Committee  
was held at

**The Fellowship Hall (side entrance)  
West Street, Yarm TS15 9BT.**

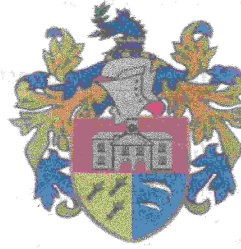
**Date: Tuesday 13th September 2022**

**Time: 7pm**

Members of the public are invited to  
attend the meeting

COVID Guidance at the time applies.

**Juliet Johnson, Proper Officer to YTC**



Yarm Town Council  
Town Hall  
High Street  
Yarm  
TS15 9AH

In accordance with the Openness of Local Government Bodies Regulations 2014, photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted; the Chair will notify those present of this at the start of the meeting and ask whether they agree to be filmed, recorded or photographed

## Weigh and Tolls Committee

### MINUTES

#### PRESENT:

Cllr John Coulson (Chair)

Cllr Patrick Morton

Cllr Alan Moffit (Vice Chair)

Cllr Pam Smailes

Cllr Philip Addison

Cllr Barbara Wegg

Cllr Ian Carter

Cllr Bob Wegg

Cllr Peter Monck

Town Clerk / Proper Officer - Juliet Johnson

4 members of the public were present

0. **Two Minutes Silence was held in respect of the passing of Her Majesty, Queen Elizabeth II**
1. **To appoint a Chairman in the absence of the Chair and/or Vice Chair - N/A**
2. **Apologies for absence**
  - 2.1 **Apologies for absence were received from Cllrs Chris Neil, Marjorie Simpson and Ward Cllr Andrew Sherris.**
3. **Code of Conduct | Declaration of Interest | Dispensation:**

With the exception of any item identified above as containing exempt or confidential information under the Local Government Act 1972 – section 100A(4), members of the public (other than those prohibited from doing so) are entitled to attend this meeting and/or have access to the agenda

- a) To record declarations of interest from members of any item to be discussed
- b) To consider, vote upon and record any requests for dispensation

**3.1** No declarations of interest or requests for dispensation were received.

**4. Confirmation of Minutes:**

- a) To confirm the minutes of the previous meeting of the Weigh and Tolls Committee (12th July 2022)

**PROPOSED:** Cllr Addison

**SECONDED:** Cllr Coulson

**APPROVED**

**5. Matters arising from the minutes of the previous meeting.**

**5.1 Gala & Jubilee Events: Budget & Evaluation**

The Clerk confirmed that an item of income and an item of expenditure for the Jubilee Gala were still awaited in order to finalise the event account. As previously reported, the estimated event overspend is approximately £1.5k+ (due to unexpected significant rise in cost of the infrastructure).

**5.2 Christmas Tree Lights Switch-On '22: proposal for celebrity guests**

The Clerk has contacted the celebrity guest concerned and is awaiting a response. YTC has identified 2 guests to switch on the lights

**5.2.1 ACTION:** Cllr Carter to put the Clerk in touch with the 2nd guest that was agreed upon.

**6. Finance - To authorise payment of the accounts (Weigh and Tolls).**

**6.1** Cllr Addison reported that the 2 items on the Payments List for Weigh & Tolls are the Market Tolls charge (Stockton Borough Council) and Wi-fi (DOCUMENT REFERS)

**PROPOSED:** Cllr Coulson

**SECONDED:** Cllr Addison

**APPROVED**

**7. Town Hall Heritage Centre Project**

**- Cllr Monck**

**7.1 & 7.2 General Update & Timeline & Heads of Terms** - Cllr Monck reported on the next milestones in the project and timeline as agreed with/ required by Stockton Borough Council (SBC). These included identifying role/ time to develop the Heritage Centre - YTC (including work on following milestones); Licence to Occupy from SBC; comments on Heads of Terms following solicitor review; update on contractor appointment from SBC; bullet points on YTC investment & management / delivery model options & YTC input bullet points; NLHF bid draft; completion of the new public toilet. The project is expected to start on site in November.

**7.3 To confirm the initial stage of managing the development and future running of the Town Hall Heritage Centre (role of The Clerk)** Cllr Monck and Cllr Coulson advocated that the Clerk, given her specialist skills, should be given specific hours (adding to the Clerk role) to forward the development and future running of the Town Hall Heritage Centre and that this is essential. It was noted that the Clerk had given voluntary hours on this to date and that there was now an urgency to properly deliver the work that needed to happen if the Heritage Centre was to be achieved (i.e. the doors opened) and beyond. Cllr Monck advocated that this was a cheaper, more efficient, timely option than bringing in a consultant again. Cllr Smailes stated that this would distract from other Clerk duties - Cllr

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Monck clarified this proposal was about defined additional hours. It was proposed that the Town Hall Heritage Centre development role be added to the Clerk role (incorporated - additional hours at additional cost), subject to hours and rate being agreed at a future meeting (following a finance and staffing meeting).

**PROPOSED:** Cllr Coulson      **SECONDED:** Cllr Addison      **APPROVED**

**7.4 Engagement update** - Clerk / Cllr Monck

**7.4.1** Cllr Monck briefed the meeting as to 'History of Yarm' talks he'd been invited to deliver at Yarm School, also speaking about the benefits of the Heritage Centre and how schools might be involved in the future. Cllr Monck suggested that Cllrs should be involved in future engagement work. Cllr Barbara Wegg referenced the importance of involving schools and Cllr Monck confirmed that this was part of the process.

**7.4.2** The Clerk updated the meeting re: an engagement session she had organised for people in Yarm who have a formal or informal role in 'community leadership' to meet the Rosier team (developing AV interpretation for the ground floor of the Heritage Centre). Initial invitees (list to be expanded) included the Business Forum, Yarm Wellness Centre, lead for Yarm Primary Schools, True Lovers Walk Volunteers, occupants of heritage businesses, SBC project officer and engagement lead etc. Further sessions would be developed building on this, the key issue being that the heritage Centre is needed to capture the vast rich heritage of Yarm and it's development (not entirely captured in all the artefacts) that currently has no home/collection point or space to develop and engage more people in the history of their town.

**7.4.3** Cllr Monck proposed that a professional film be made featuring the gentleman who'd found the Yarm Helmet (for Heritage Centre content) and asked the Clerk if she had a contact for this. The Clerk recommended a documentary maker (who specialised in history, world culture etc.) who had credibility in this kind of work (producing small scale films for the BBC and based in Yorkshire). Cllr Smailes said she had contacts with a local TV journalist and that we could get this done for free. The Clerk clarified the difference between broadcast journalism and special interest documentary making (i.e. if the short film is to be content for the Heritage Centre).

**ACTION:** Clerk & Cllr Smailes to investigate and get costings for further discussion.

**8. Autumn/Winter Events**

**a) Leisure & Culture Committee**

**8.1** The Clerk introduced this item stating that a Leisure and Culture Committee had not taken place (the major items now having to be on this agenda for discussion & decision as a matter of urgency).

**b) Arrangements for the Riding of the Fair**

i) to confirm the budget (circa. up to £1,500)

ii) to confirm catering provision at the reception

**8.1.1** As regards the Ridings Reception/ Civic Lunch the Fellowship Hall was confirmed as the venue.

The Clerk detailed that she had gone out for 3 quotes for catering options (in a hurry as the usual local provider for the Reception had just confirmed that they were closed for the Fair period) - prices are based on catering for 50

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8.1.4 The Clerk confirmed that, last year, she and Cllr Alan Gallafant distributed all the leaflets for residencies around the High Street informing them of the sessions YTC were delivering for people to collect car access passes for during the fair. Cllr Bob Wegg commented that the Showmen's Guild did this as well. The Clerk stated that there were two different operations: Showmen's Guild attended one session to hand out parking passes (after YTC had done the residents leafleting) and YTC had delivered all further pass collection sessions (3+). The Clerk requested assistance this year for leafleting residents.

**ACTION:** Cllrs Moffitt, Addison and Coulson offered to help distribute leaflets re obtaining car park passes.

**c) Remembrance Day: Update**

8.2.1 The Clerk gave feedback on arrangements in place: piper, wreath laying, reader for names of the fallen and bugler requested. Discussion with the 3 churches has taken place. An independent Parade Marshal is yet to be identified.

Given that attendees tend to gather early and the parade often arrives at the memorial early there is a short gap to fill (prior to the 10.56 start of the service) which the evaluation meeting identified as being solved by a short reading/ live music (e.g. the piper).

**d) Consider Arrangements for Christmas Tree Lights Switch on**

8.3.1 The Clerk confirmed that the local brass band and choir along with a street theatre item. Similarly, provisional booking for street theatre and local musicians had been put in place for Christmas Eve on the High Street (as per last year).

8.3.2 Cllr Smailes stated that she wanted local performers and that the programme seemed to have already been decided. The Clerk detailed responding to a difficult position:

i.e. a Leisure & Culture Committee had not been called and Cllr Smailes (as Chair of Leisure & Culture) needed to state what she wanted for Christmas programming. The current position is that the Clerk, in the absence of a steer from Leisure and Culture, has made 'provisional' bookings to ensure something is in place as criticism would be forthcoming if the event failed. Cllrs and Cllr Smailes were asked what was wanted: Cllr Smailes requested adding the volunteers from Preston Park (Victorian outfits) and local street artists should be found - Cllr Coulson suggested she look into this (Cllr Morton pointed out that this was not an act but 'costumed people'). The Clerk reiterated that programme for the Lights Switch On had been mainly local musicians with just one professional street theatre.

**e) To agree type of programme & budget for Christmas Eve (up to £8k)**

8.4.1 Cllr Addison confirmed the budget for this as currently £6,400. Cllr Morton reiterated feedback from the Business Forum, businesses and customers who'd thought highly of the Christmas programme which mixed professional street theatre alongside local musicians. Cllrs Morton, Moffitt, Addison and Coulson advocated a repeat of last year's approach given its success. Cllr Barbara Wegg asked if choirs were involved. The Clerk confirmed this for the Lights Switch On but reminded Cllrs (for the benefit of new members) the background to starting the Christmas Eve programme i.e. replacing Carols on the Cobbles (now part of Lights Switch On) which had become so large parking spaces would need to be lost in order to create a safe event area, thus defeating the object of increasing footfall for businesses on the High Street. The Clerk had suggested high calibre street theatre which could operate on the pavements and not involve taking out any parking spaces (e.g. a choir wouldn't fit onto the pavement on Christmas Eve). The programme also provided free quality entertainment for those without a lot of money at

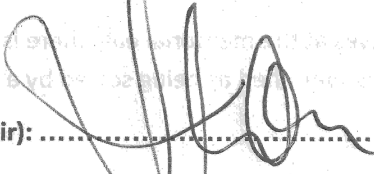
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Christmas. There are potential significant price increases to the programme this year: the budget can be increased or the programme cut back. It was proposed to increase the budget to £8k

PROPOSED: Cllr Moffit                      SECONDED: Cllr Morton                      APPROVED

9. To receive items for information and consideration for the next agenda (none offered)

10. To confirm the date and time of the next Weigh and Tolls Committee meeting: 7pm, 11th Oct. 2022

SIGNED (Chair):  ..... DATE: 14.10.2022

SIGNED (Clerk):  ..... DATE: 14.10.2022

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The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) - A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

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